

## Excel Lab 9

### *Working with Multiple Table Columns*

#### *Development Exercise*

#### **Directions:**

1. Download the **Rent Management** file from Blackboard and upload it to Office 360
2. In the Properties table, Tabulate the data
3. In Column G, compute the Rent for each apartment by multiplying each Square Footage Amount by the Price per Square Foot
4. Auto-Fit the Rent Field Column so that you can see every number the way it's formatted
5. Insert new Columns C & D, labeling them Resident Last Name and Resident First Name, respectively
6. In the first blank cells of the Resident Last Name and Resident First Name columns, call in the Last Name and First Name Values from the Residents' sheet
7. Go to Cell C2 of the *Residents* Table and type your last name. Do the same with your first name in Cell D2
8. Type the last name and first names of three of your closest friends in Rows 3, 4, & 5
9. Notice the changes on the properties table, then return to the residents table
10. On the *Residents* table, create three new Columns or fields in E1 (**Rent**), F1 (**Paid**), G1 (**Due**)
11. Currency Format the three new columns
12. Starting at Cell A1 of the *Residents* table, tabulate this data to include a total row
13. In Cell E2, call in the Rent from the Properties Sheet or Table
14. In Cell F2 call in the Payments into Residents table
15. In G2, subtract F1 from E1 to find the Due amount
16. Use the Auto-Sum function to get the totals for the Rent, Paid, and Due Amounts on Row 38 of the Residents table.
17. Format the Amounts on Row 38 as currency and Label A38 **Totals**
18. Freeze the top row of the *Residents* table
19. Print a PDF of it in Landscape orientation on Letter Paper so that everything fits on one page. Name the PDF **Resident Payment Report**, along with your first and last name

## Excel Lab 9

### *Working with Multiple Table Columns*

#### *Practice Exercise*

#### **Directions:**

20. Download the **CollegeURLs** file from Blackboard and upload it to Office 360
21. In the Colleges table, Tabulate the data (no total row needed)
22. Label Cell E1 **College URL** and F1 **Financial Aid URL**
23. In Cell E2, call in the College URLs from the College URL table
24. Auto-Fit the Column
25. In Cell F2, call in the Financial Aid URLs
26. Auto-fit the column
27. Go to the State Field and Create a text filter for your state. The state names are abbreviated . (e.g., New York is **NY**, New Jersey is **NJ**, Connecticut is **CT**, Pennsylvania is **PA**)
28. Print the Active Sheet, Landscape Orientation, Letter Paper, so that all the *columns* fit on the same page. Name the PDF **College URLs**, along with your first and last name.